

MPTC Instructor Certification and Recertification Application Process

Every instructor must complete the Instructor Certification Application to apply for certification in a topic(s) no matter where they teach. [Please visit [NEW MPTC Instructor Certification | Mass.gov](#) for an in-depth guide to the instructor certification process.]

Here are the steps to become an MPTC Certified Instructor in all MPTC Curricula:

- 1) Instructor Certification Training: Log into [Acadis](#) to enroll to MPTC's instructor certification or recertification training in the topic(s) you wish to be certified or recertified. Instructor certification expires. It is your responsibility to complete the topic's instructor recertification training to renew and maintain your certification in the topic prior to its expiration.
- 2) Prerequisite 3-Day Instructor Training: Every instructor is required to attend the required 3-Day instructor course (outlined below). The Prerequisite can be attended before or after completing the topic's instructor certification training. The instructor training for the topic and the required 3-Day course must be completed prior to applying for instructor certification in the topic.
- 3) Apply for Instructor Certification: Log into [Acadis](#) to complete the Instructor Certification Application (Web Form) for each topic you wish to become certified.

Every instructor no matter where they teach must apply for instructor certification for all MPTC instructor curriculum.

Instructor Certification Renewal: Current Instructors needing to renew their instructor certification will receive an email 60-days prior to the expiration. At this time, you can renew your Instructor Certification directly in your Acadis Portal Account.

- Log into your [Acadis](#) Portal Account, scroll down to the Certifications block
 - Click "Renew" next to the expiring Instructor Certification
 - Complete and submit renewal Instructor Certification Application for MPTC review
- 4) State Fiscal Contract: Only instructors who will be paid by the MPTC to teach MPTC curriculum are also required to complete the State Fiscal Instructor Contract "prior" to teaching. You cannot teach on behalf of the MPTC or be paid without an Active Contract.
 - 5) You are not "MPTC Certified" until your application for certification is approved. You will receive an email from MPTC that your application is approved and ACTIVE. You can begin to train in the topic on the date your certification is active or after.

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Prerequisite: Every instructor no matter where you teach is required to complete one or both 3-Day instructor courses below depending upon the topic(s) you request to be certified in. Completing these courses is a one-time requirement.

NOTE: Instructors who completed the 5-Day Instructor Development or 6-Day Instructor Development Training are grandfathered and are not required to attend either of the 3-Day Instructor Courses below. A Certificate of Completion is required.

3-Day Academic Training (formerly Non-PTAC) Instructor Course

This is a three-day course required for all classroom-based instructor certifications with the MPTC. This course is required for NEW instructors only. If an individual has already successfully completed the six-day Instructor Development Course they will not be required to take the three-day course.

3-Day Tactical Training (formerly PTAC) Instructor Course

Any instructor applying to teach for the first time in the following disciplines will be required to successfully complete the three-day Tactical Instructor Course prior to applying for certification in the topic:

1. Patrol Procedures including Active Shooter and Motor Vehicle Stops
2. Bola Wrap
3. Critical Care/CPR/First Responder
4. Defensive Tactics
5. Electronic Control Weapons (Taser)
6. Firearms
7. MILO Simulations

If you are currently an Active MPTC Lead Instructor or Instructor Trainer in one of these seven disciplines, you do not need to attend the 3 Day Tactical Training Instructor Course.

Instructor Certification Application – Web Form

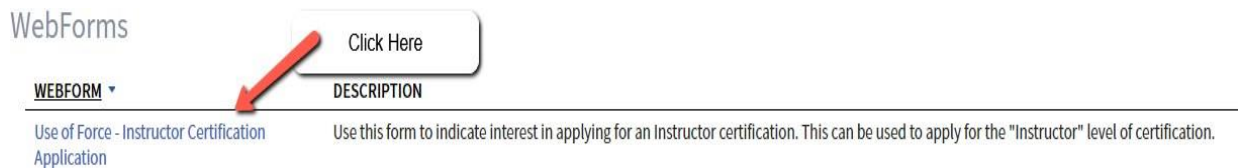
Anyone looking to apply for an instructor certification should utilize the Web Form via the [MPTC Acadis Portal](#)

Step 1: On your MPTC Acadis Portal homepage, move your cursor over the “Resources” heading and click on “Find & Complete a Webform”

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Step 2: Select the webform pertaining to whatever discipline you are interested in applying for



Step 3: Complete/fill in the required information and click "Submit"

Home Dashboard Training and Events Registration Organization Personnel Resources

INSTRUCTIONAL/TEACHING EXPERIENCE: Briefly describe your experience with instructing and/or teaching adult students. List the venue, the title of the class, the number of hours instructed, and the dates. If none, please enter "None."

* Instructional/Teaching Experience

QUALIFICATIONS: Briefly explain your qualifications for and motivation for teaching this topic.

* Qualifications

more ▼

* Required Information

Back | Finish Later Submit

Submit once all required info is filled out

Step 4: At this point you will need to wait for the Instructor Certification Manager to review your application. Department instructors will receive an email from the address: MPTC [[no-reply- MPTC@acadisonline.com](mailto:no-reply-MPTC@acadisonline.com)] informing them the status their request for certification. Having an Active status, you can begin to train department officers on or after that date.

When logging into your Acadis Portal User Account you will see a grey box with your active instructor certifications and, if applicable, an active State Fiscal Instructor Contract.

Certifications	Expiration	Status
Firearms Instructor Trainer	12/31/2022	Active
STATE FISCAL INSTRUCTOR CONTRACT	06/30/2027	Active

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State Fiscal Contract:

Only instructors who will be paid by the MPTC for instructional services rendered are required to have an Active State Fiscal Instructor Contract on file. An Active State Fiscal Instructor Contract is mandatory "prior" to teaching. State Fiscal Contracts are active for five years.

Click link below to the MPTC website to access the State Fiscal Contract forms.

(<https://www.mass.gov/how-to/receive-payment-for-instructional-services-instructor-contract>)

Complete all the instructor payment forms and submit them via e-mail to Tanya Hardiman at mptcinstructorcontract@mass.gov.

Contact information:

- Instructor Training: Lynda Kearns, MPTC Statewide Programs Coordinator
Supports [MPTC Statewide Program Coordinators](#) with the facilitation and scheduling of instructor certification training. Contact Lynda with questions related to your instructor training status @ Lynda.Kearns@mass.gov
- Instructor Certification: Rose Sauvageau, MPTC Instructor Certification Manager. Contact Rose with questions related to the status of your instructor certification and/or application @ Rose.Sauvageau@mass.gov
- Acadis: Contact the Acadis Team to add new employees, report In-Service, log-in issues, functionality @ MPTCAcadis@mass.gov
 - Changes to personnel including rank, adding new employees, or existing employee's personal information is handled by the department's designated Acadis Administrator
- State Fiscal Contract: Tanya Hardiman @ mptcinstructorcontract@mass.gov
- Contact [MPTC Academy Coordinators](#) with regarding training offered at an academy.